

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
May 13, 2015

Chair Charles Fegan called the meeting to order at 7 p.m.

Public Comments

Jennifer McCullough, President, Fairfax County Public Library Employees' Association

Chair's Report

Welcomed new board members, Fran Millhouser, Mason District and Miriam Smolen, Providence District. Both benefitted from the Library Board Workshop held on Saturday, May 2, 2015. Imperative board members come to meetings prepared which includes reading the documents in the board package mailed prior to the meeting. Suggested each member read the University of Maryland document in this month's package. Also the *Changing Lives Through Literature* document should be read. Chair Fegan encouraged all board members to complete the survey sent by Kim Armentrout who lead the session at the workshop. Ms. Armentrout did an excellent job and fulfilled her mission. Appointed Don Heinrichs as liaison to the Library Friends Groups, replacing retired Trustee, Liz Clements.

Committee Reports

- A. Library Foundation – Michael Donovan – no report
- B. Budget Committee – Michael Donovan – no report
- C. Ad Hoc MOU Committee – Michael Donovan – forwarded a draft of the working document concerning roles and responsibilities of the Friends and FCPL. Received four sets of comments back. Accepted invitations to visit Oakton Friends on May 19, Great Falls Friends on May 26, and Tysons-Pimmit Friends on July 12. Progressing forward and will be very deliberate and open about the process.
- D. Planning Committee – Priscille Dando – no report due to current RFP status.
- E. Ad Hoc FCPL Director Search Committee – Karrie Delaney – presented FCPL Director of County Library (Draft Job Announcement) and the Library Director Profile 2015. Thanked each member of the committee for their unique area of expertise. Also very proud of the committee for their energy and thoughtful consideration to preparing documents. The two documents will be the core of recruitment material posted by June 6 job announcement.
Motion to approve the FCPL Director of County Library (Draft Job Announcement) and the Library Director Profile 2015, both to be used as guides in the marketing brochures to meet the June 6, 2015 posting date; subject to style and copy edits and receipt of comments or suggestions. The motion passed unanimously.
- F. Nominating Committee – Suzanne Levy – reported the nominees for FY2016, Charles Fegan for Chairman of the Library Board; Karrie Delaney for Vice Chairman of the Library Board, and Willard Jasper for Foundation Director of the Library Board. Voting will take place at the June 10, 2015 meeting.

Director's Report

A. Executive Summary

1. FY 2016 Budget Markup Process and FY 2017 Budget Plan Recommendations – The markup session was held on April 21st, with the Board of Supervisors formally adopting the budget on April 28th. In Attachment 2, Page 7 you will find the budget guidance document prepared for 2016 and 2017.
2. BOS Audit Committee Report – On May 5 the Board of Supervisors audit committee meet. Chairman Bulova, Supervisor Foust (chair of the committee), Sup. Herrity and board auditor Jim Shelton were present. The library's gift fund has been reviewed and no findings were noted. The work is not complete on the Friends' portion of the review.
3. Pohick Library – the building permit has been issued and the project should go to bid at the end of the month. Pohick will close on Sept. 5th. The new building should re-open in the winter of 2017. Burke Centre and Kings Park libraries will move to regional hours beginning Sun. Sept. 13.

John Marshall Library – we are in the beginning stages of plan review.

4. Tysons-Pimmit Regional Library – The office building that we thought might work for a temporary space has fallen through. County leasing is continuing a search of the area.
5. Gateway to Freedom Dedication – the Library Foundation did a great job of fundraising and hosting this event. Mr. Clay's remarks from the ceremony at Thomas Jefferson Library are included in the board packet. (Attachment 3, Page 29). Ms. Millhouser praised Mr. Clay for being the only speaker who attempted to speak in Vietnamese.
6. Board of Trustees Email Accounts – this is a follow up to the discussion at the retreat. (Attachment 4, Page 33) Mr. Clay advises more information is needed and he will follow-up at the June 10, 2015 board meeting.
7. Library Card Availability at Schools – Ms. Dando requested I look into the possibility of issuing library cards at school libraries. Currently school librarians have FCPL cards issued to them so students can access our databases from the school library. We have not piloted a project to have the students receive FCPL cards without visiting one of our library branches. Currently the closest thing we have is a student would complete an online application and receive a temporary library card number, but they would need to visit a library branch to get a permanent card. This fall we could certainly look into a partnership with one or two schools and work out the logistics of notifying parents, checking for duplicates, etc. to allow for students to receive cards in a different manner.

Ms. Levy suggested giving a lanyard with the library card. Ms. Smolen suggested scanning the card into a cell phone. Ms. Dando suggested small key cards for keychains. Ms. Levy suggested FCPL is present at back to school nights at various school locations. Chair Fegan commended FCPL for working with FCPS.

Mr. Clay asked the Board to look at Attachment 8, Page 45. The County has been looking at consolidating square footage in the Reston area. Reston Towne Center North, County looking at the homeless shelter and Tysons-Pimmit Regional Library. Project is moving along and will be advertised to the public in the near future.

Consideration Item

(Attachment 5, Page 37) Addition to Board of Trustees Policy J “Policy Regarding Privacy of Patrons’ Research and Reading Materials”. Chair Fegan advised this item will be voted on at the June 10, 2015 board meeting.

Roundtable

Mr. Donovan – no comment

Mr. Heinrichs – will honor local volunteers May 14th. Liz Clements will be missed for her active advocacy for the Friends Groups.

Ms. Smolen – thanked Supervisor Smyth for nominating Ms. Smolen to the board. Very happy to be on the board.

Ms. Delaney – welcomed new board members. Director Search committee will meet one more time prior to the June 6, 2015 deadline to post the job announcement. Thanked Chair Fegan for putting together a terrific and thoughtful committee.

Chair Fegan acknowledged two committee members sitting in the audience. Also thanked the committee, Library Director Clay and Fairfax County Human Resources.

Ms. Dando – thank you to Laurie M. Stevenson, Librarian at Ft. Belvoir Elementary School for forwarding a thank you note Kristen Burnham (Kingstowne Library) sent to Laurie thanking her for all the work Kristen did at the school’s literacy night. Kristen presented to 106 people about the Summer Reading program. Ms. Dando states this fits perfectly with her plans for FCPL and FCPS to work together. Thanked Ted Kavich, for his assistance. Also thanked Mr. Kavich for assisting with facilitating the first partnership meeting with representatives from Youth Services Staff at FCPL and their counterparts from elementary, middle and high schools. They came together to discuss a high impact project and decided to create a resource handbook containing links, information, frequently asked questions and answers. Used as a baseline to further the partnership between school librarians and community libraries. Held open house where many public library branches invited their public school library counterparts to visit the branches, meet staff and tour branch. Thanked everyone at FCPL for their assistance and work.

Ms. Millhouser – very glad to be on the board. Foundation Jubilee will be at Woodrow Wilson. Sat, May 16 is the 60th anniversary of George Mason Regional library.

Ms. Levy – thanked library administration for posting board documents online in a timely manner. Attended Jim Vance program, was a terrific program. On April 16, the Mary Kay Andrews event at the Sherwood Center was very nice. Appreciates that FCPL is bringing interesting speakers to the public. Welcomed Fran Millhouser and Miriam Smolen. Ms. Millhouser is an award-winning author. The Ohio Genealogical Society has awarded her twice for the outstanding genealogical article of the year. Thanked City of Fairfax staff for the volunteer lunch, appreciates the staff effort to make it wonderful. Asked Mr. Clay if we could see program statistics by branch on internet sign ups? Mr. Clay replied he would look into it.

Mr. Ewing – welcomed new board members.

Chair Fegan thanked the community for attending tonight's meeting, thanked members who supported the library at the budget hearings. Looking forward to a workshop in the fall. Regarding the library's state aid, the state's Attorney General ruled in the library's favor, and our funding is intact.

Chair Fegan adjourned the meeting at 8:05 pm.

Members Present

Sam Clay
Charles Fegan
Karrie Delaney
Priscille Dando
Fran Millhouser
Suzanne Levy
Darren Ewing
Miriam Smolen
Michael Donovan
Don Heinrichs

Members Absent

Will Jasper
Michael Cutrone
Dr. Joseph Sirh

Respectfully Submitted:

Approved:

Edwin S. Clay III
Library Director

Charles Fegan, Chairman
FCPL, Board of Trustees